

Transferable Skills Exercise

Instructions: Place a checkmark beside each transferable skill you think you possess. Mark in the column to the right where you acquired each skill (**W**ork, **L**eisure, or **E**ducation).

Skill	W, L, E	Skill	W, L, E	Skill	W, L, E	Skill	W, L, E
act/perform		enforce		memorize information		separate	
adapt to situations		entertain		mentor others		sequence	
advise people		establish		monitor progress		service customers	
analyze data		estimate		motivate others		service equipment	
anticipate problems		evaluate		move materials		set goals/objective	
appraise service		exchange		negotiate		set up equipment	
arrange functions		exhibit		nurture		set up systems	
assemble products		expand		observe		sew	
assess situations		expedite		obtain		shape	
audit records		explain		operate equipment		signal	
bargain/barter		explore		order goods/supplies		size up situations	
be cost conscious		file records		organize data/people/tasks		sketch	
budget money		find information		own/operate business		socialize	
buy products/services		fix-repair		paint		solve problems	
calculate numbers		follow directions		perceive needs		sort	
chart information		follow through		perform routine work		speak in public	
check for accuracy classify information		gather information		persuade others		supervise	
collect money		gather materials		plan		supply	
Communicate		generate		plant		support	
compare data		guide/lead		prepare materials		survey	
compile statistics		handle complaints		process information		synthesize	
compute data		handle equipment		process materials		tabulate	
conceptualize		help people		produce		take instructions	

Skill	W, L, E	Skill	W, L, E	Skill	W, L, E	Skill	W, L, E
Conduct		illustrate		program		test	
confront others		imagine solutions		promote		think ahead	
construct buildings		implement		protect property		think logically	
consult w/others		improve		provide maintenance		tolerate interruptions	
contact others		improvise		raise money		track	
control costs/people/situations		inform people		read reference books		train/teach	
converse w/others		initiate actions		recommend		transcribe	
coordinate activities		inspect products		record date		transfer	
cope w/deadlines		install		recruit people		translate	
copy information		instruct		rectify		travel	
correspond w/others		interpret data		reduce costs		troubleshoot	
create		interview people		refer people		tutor	
delegate		invent		rehabilitate people		type	
deliver		inventory		remember information		understand	
demonstrate		investigate		remove		unite people	
design		learn quickly		repair		update information	
detail		liaise		replace		upgrade	
detect		lift (heavy or moderate)		report information		use hand/eye coordination	
determine		listen		research		verify	
develop		location information		resolve problems		visualize	
direct others		log information		restore		volunteer	
dispense information		make/create		retrieve information		weigh	
distribute		make decisions		review		work quickly	
do precision work		make policy		run meetings		write procedures	
do public relations work		manage a business		schedule		write promo material	
draft		manage people		seek out		write proposals	
drive		measure boundaries		select		write reports	
edit		mediate problems		sell		write technical work	
encourage		meet the public					

Answer the following questions:

1. List your top 5-10 favorite skills you would most enjoy utilizing in your work.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

2. Which of the favorite skills you listed would you consider **strengths** or things you are very good at. List examples of when you demonstrated these skills.

Skill	Examples:

3. Which of those skills would you like to **develop, improve upon, or learn**?
 a. Brainstorm how you might do this—volunteer, internship, auditing a class, special project at work?

Skill	How to Improve:
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•	
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4. Turn each of these skills into a bullet point for your resume containing a specific example of how you have utilized it and demonstrate it in your experiences. Remember; start with a strong, active verb. Also, mark where in your resume you can include it.

Resume Phrases:	Resume Section:
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